**CURRICULUM VITAE**



**Name: Nancy**

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Date of Birth: 18/DEC/1990

Gender: Female

Marital Status: Single

Nationality: Zimbabwe

Visa Status: Tourist Visa

Language: English

**POST APPLIED FOR: SALES**

**CAREER OBJECTIVE:**

To obtain the position of a sales representatives with any company, making the most of my aptitude to stay focused and the ability to bring about absolute customer satisfaction at all times.

**SKILLS:**

* To find new customers
* To keep relations with old customers intact, and if possible, take them to better heights
* To present details of new and upcoming products to all customers
* Excellent communication skill
* Sincere and Honest
* Understanding and helpful nature
* Ability to work in minimum supervision.

**WORK EXPERIENCE:**

**Decorback Properties Zimbabwe 2011 - 2015**

**Sales Representative**

**Duties/Responsibilities:**

* Identify business opportunity by identifying prospect and evaluating their position in the industry, researching and analysing sales options.
* Maintain relationships with clients by providing support information, and guidance, researching and recommending new opportunities, recommending profit and service improvement.
* Identify product improvement or new product by remaining on industry trends, market activity and competitors
* Prepare report by collecting and summarizing information.Working as part of the sales team to develop both new and existing markets.
* Involving in developing sales & pricing strategies.
* Liaising with customers & the dealer network to answer and resolve their queries.
* Identifying and then researching potential leads and opportunities.
* Constantly developing existing sales processes which will generate sustainable growth.
* Responsible for developing own portfolio of customers.
* Collecting all the information required to create a request for an estimate.
* Writing accurate & informative sales reports and documentation.
* Contacting prospective clients by phone and email.
* Identifying the customer's needs.
* Dealing with a diverse range of clients in the private and the public sector.
* Evaluating competitor activity and developing appropriate responses.
* Attending sales appointments at client’s premises.
* Attending trade shows and exhibitions when required.
* Cold calling potential clients via telephone or personal visit.
* Making appointments to meet new and existing clients.
* Help management in forth coming products and discus on special promotions
* Display efficiency in gathering markets and customer info to enable negotiations regarding variations in prices, delivery and customer specifications.
* Providing accurate feedback on future buying trends to my employers

**HOBBIES:**

* Reading Books, Writing, Travelling, Making Friends,& Listening Music, Working with Computer

**EDUCATIONAL QUALIFICATION**

High School GCE Advance Level

Secondary School GCE O” Level Certificate

**COMPUTER LITERATE:**

MS words, MS excel and internet